

**To:** Jayne Carlin/R10/USEPA/US@EPA[]  
**From:** FOSTER Eugene P <FOSTER.Eugene@deq.state.or.us>  
**Sent:** Fri 10/14/2011 6:49:53 PM  
**Subject:** RE: ACTION BY COB OCT 13: Availability for Quarterly OR CZARA 6217 Conference Call

one hour should be fine

we can discuss agenda and how to keep things moving along prior to the meeting

thanks  
Gene

-----Original Message-----

From: Carlin.Jayne@epamail.epa.gov [mailto:Carlin.Jayne@epamail.epa.gov]  
Sent: Friday, October 14, 2011 11:45 AM  
To: FOSTER Eugene P  
Subject: RE: ACTION BY COB OCT 13: Availability for Quarterly OR CZARA 6217 Conference Call

Hi Gene,

I am thinking of one hour. What do you think? Is that too short? I believe through thorough preparation and a well thought out agenda, we can keep it to one hour.

After swiftly listing accomplishments, I imagine the call would focus on major issues in which we need top management support or involvement. For preparation, I will ask for input on key issues and major accomplishments (I could prepare an initial draft using information from the conference calls in order to generate thinking). Then through emails (and individual calls if some prefer or don't respond to emails), I will prepare a draft and final based on input received. If it appears that there would be value in having a planning call, I would arrange that. Those are my thoughts.

Whatever is decided upon, I will ensure the call ends on time. I can do so and have not in many of the calls especially the earlier ones as it there appeared value in allowing some free flowing dialogue.

Cheers,

Jayne

From: FOSTER Eugene P <FOSTER.Eugene@deq.state.or.us>  
To: Jayne Carlin/R10/USEPA/US@EPA  
Date: 10/14/2011 11:26 AM  
Subject: RE: ACTION BY COB OCT 13: Availability for Quarterly OR CZARA 6217 Conference Call

Hi Jayne

how long do you expect this meeting to last?

thanks  
Gene

-----Original Message-----

From: Carlin.Jayne@epamail.epa.gov [mailto:Carlin.Jayne@epamail.epa.gov]

Sent: Wednesday, October 12, 2011 11:28 AM

To: allison.castellan@noaa.gov; FOSTER Eugene P; LOBOY Zach;  
Waye.Don@epamail.epa.gov; Powers.David@epamail.epa.gov;  
Psyk.Christine@epamail.epa.gov; Croxton.David@epamail.epa.gov;  
Henning.Alan@epamail.epa.gov; YON Donald R; BAILEY Bob; MULLANE Neil  
Cc: MICHIE Ryan; Wu.Jennifer@epamail.epa.gov;  
Rueda.Helen@epamail.epa.gov; Goo.Robert@epamail.epa.gov; WALTZ David  
Subject: ACTION BY COB OCT 13: Availability for Quarterly OR CZARA 6217  
Conference Call

Hi All:

I am seeking your your availability for the Quarterly OR CZARA  
Conference Call. The call will focus on the major accomplishments,  
issues/challenges and possible approaches to addressing these  
issues/challenges. You will receive a detailed agenda including  
possibly additional information closer to the meeting time.

Please complete the following doodle poll and don't forget to change the  
time zone. Please forward to anyone else who should be invited to  
participate in the call.  
<http://www.doodle.com/4pskeu9hqk8qmw6>

Cheers,

Jayne Carlin, Oregon CZARA 6217 Coordinator  
Watersheds Unit  
US EPA, Region 10  
1200 6th Ave, Suite 900 (OWW-134)  
Seattle, WA 98101-3140  
(206) 553-8512, (206) 553-0165 (fax)  
carlin.jayne@epa.gov